

The Chemical Weapons Convention
Declaration and Report Handbook
for Unscheduled Discrete Organic Chemicals

December 1999

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SECTION 1: INTRODUCTION

Background

On April 25, 1997, the United States ratified the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction (Chemical Weapons Convention, Convention or CWC), which requires initial and annual declarations and reports on activities involving Schedule 1, Schedule 2, and Schedule 3 chemicals and Unscheduled Discrete Organic Chemicals (UDOCs) above applicable threshold quantities. Such requirements are promulgated in the Chemical Weapons Convention Regulations (CWCRCR) (15 CFR parts 710 - 722).

Handbook Overview

This Handbook should be used in conjunction with the CWCRCR to complete the required declaration and report forms that are due to the Bureau of Export Administration (BXA). If there are discrepancies between the CWCRCR and this Handbook (including the forms and form instructions), the CWCRCR prevail.

Section 2 of this Handbook contains the Schedules of Chemicals which are subject to CWCRCR declaration and report requirements. The Schedules of Chemicals are divided into three sections, including Schedule 1, Schedule 2, and Schedule 3 chemicals. UDOCs are not included in the Schedules of Chemicals. Section 3 of this Handbook briefly summarizes the declaration and report requirements; however, as previously noted, the CWCRCR contain the specific declaration and report requirements as well as any possible exemptions.

This Handbook also includes a “Guide to Submission of Forms,” that contains information on which forms are due to BXA for each type of declaration or report. The forms are also in this Handbook, and detailed instructions for completing each form are found on the reverse side of the forms. There are also four Supplements to this Handbook in which necessary information is contained for completing the forms. Supplement 1 is a guide on “How to Determine Latitude and Longitude Coordinates” for identifying the location of your facility. Supplement 2 is a listing of “Product Group Codes” for describing products manufactured at your plant or plant site. Supplement 3 is a listing of “Destination Codes” for identifying the destination to or from which you exported or imported a scheduled chemical. Lastly, Supplement 4 is a “Glossary of Definitions and Terms” for describing key words in this Handbook and on the forms.

Declaration and Report Requirements

The requirements for submission of declarations and reports for a specific facility, trading company or person subject to the CWCRCR are dependent upon the activity (production, processing, consumption, export, and import), the chemical, and the amounts of the chemical involved in the activity during:

- the previous calendar year for Schedule 1 and Schedule 3 chemicals and UDOCs;
- the previous three calendar years for Schedule 2 chemicals; and
- the next calendar year for anticipated activities of Schedule 1, Schedule 2 and Schedule 3 chemicals.

Parts 712 through 715 of the CWCR set forth declaration and report requirements for scheduled chemicals and UDOCs.

Forms

BXA has designed the forms that are contained in this Handbook to require the minimum amount of information for the United States to meet its obligations under the Convention. If there are discrepancies between the CWCR and the form instructions, the CWCR prevail.

You can obtain additional copies of the Handbooks, including the forms, by contacting the Information Technology Team (ITT) at (703) 235-1335. The forms and forms software (DESI - Data Entry Software for Industry) as well as other related information may also be obtained via the Internet at <http://www.cwc.gov>. The forms are provided in Adobe Acrobat PDF format.

Assistance

If you need assistance in completing the forms included in this Handbook, contact BXA's ITT by telephone at (703) 235-1335. You may also e-mail your questions to ITT at cwcqa@cwc.gov.

If you need assistance in determining whether a chemical is classified as a Schedule 1, Schedule 2 or Schedule 3 chemical, or is a UDOC, you can submit to ITT a request for a chemical determination. Your request should include the information listed below. If you are unable to provide all of this information, you should explain why you cannot provide the information.

- (1) Date of request;
- (2) Company name and complete street address;
- (3) Point of contact;
- (4) Phone and fax number of contact;
- (5) Chemical name;
- (6) Structural formula;
- (7) Chemical Abstract Service registry number, if assigned; and
- (8) Any additional information which you feel is relevant to the chemical and/or process involved and which is not of a confidential or proprietary nature.

You can request a chemical determination via fax at (703) 235-1481 or e-mail at cdr@cwcc.gov, or you can mail the request to the following address:

Information Technology Team (ITT)
Bureau of Export Administration
U.S. Department of Commerce
1555 Wilson Blvd., Suite 710
Arlington, VA 22209-2405

Paperwork Reduction Act

The collections of information described in this Handbook are subject to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.). The Office of Management and Budget has approved the collection of information that is required under the CWCR. The public reporting burdens for this collection of information (OMB Collection #: 0694-0091) are estimated to average 10.6 hours for Schedule 1 chemicals, 11.9 hours for Schedule 2 chemicals, 2.5 hours for Schedule 3 chemicals, and 5.3 hours for UDOCs. These estimates include the time required to collect the required information and to complete the forms.

Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number.

Confidential Business Information

The Chemical Weapons Convention Implementation Act of 1998 defines “confidential business information” for purposes of CWC declarations, reports, notifications, and inspections. Certain confidential business information (CBI) provided by facilities, trading companies or other persons to BXA on the CWC forms is exempt from public disclosure under the Freedom of Information Act. Facility-specific information contained in declarations, including confidential business information, will be forwarded to the Organization for the Prohibition of Chemical Weapons (OPCW), and the OPCW will provide certain types of information from the declaration(s) to other States Parties upon request. See Part 718 of the CWCR for additional information on the treatment of CBI.

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SECTION 2: SCHEDULES OF CHEMICALS

Schedule 1

- A. Toxic chemicals:** (CAS registry number)
- (1) O-Alkyl ($\leq C_{10}$, incl. cycloalkyl) alkyl
(Me, Et, n-Pr or i-Pr)-phosphonofluoridates
- e.g. Sarin: O-Isopropyl methylphosphonofluoridate (107-44-8)
Soman: O-Pinacolyl methylphosphonofluoridate (96-64-0)
- (2) O-Alkyl ($\leq C_{10}$, incl. cycloalkyl) N,N-dialkyl
(Me, Et, n-Pr or i-Pr) phosphoramidocyanidates
- e.g. Tabun: O-Ethyl N,N-dimethyl phosphoramidocyanidate (77-81-6)
- (3) O-Alkyl (H or $\leq C_{10}$, incl. cycloalkyl) S-2-dialkyl
(Me, Et, n-Pr or i-Pr)-aminoethyl alkyl
(Me, Et, n-Pr or i-Pr) phosphonothiolates and
corresponding alkylated or protonated salts
- e.g. VX: O-Ethyl S-2-diisopropylaminoethyl methylphosphonothiolate (50782-69-9)
- (4) Sulfur mustards:
- 2-Chloroethylchloromethylsulfide (2625-76-5)
Mustard gas: Bis(2-chloroethyl)sulfide (505-60-2)
Bis(2-chloroethylthio)methane (63869-13-6)
Sesquimustard: 1,2-Bis(2-chloroethylthio)ethane (3563-36-8)
1,3-Bis(2-chloroethylthio)-n-propane (63905-10-2)
1,4-Bis(2-chloroethylthio)-n-butane (142868-93-7)
1,5-Bis(2-chloroethylthio)-n-pentane (142868-94-8)
Bis(2-chloroethylthiomethyl)ether (63918-90-1)
O-Mustard: Bis(2-chloroethylthioethyl)ether (63918-89-8)
- (5) Lewisites:
- Lewisite 1: 2-Chlorovinylchloroarsine (541-25-3)
Lewisite 2: Bis(2-chlorovinyl)chloroarsine (40334-69-8)
Lewisite 3: Tris(2-chlorovinyl)arsine (40334-70-1)
- (6) Nitrogen mustards:
- HN1: Bis(2-chloroethyl)ethylamine (538-07-8)

HN2: Bis(2-chloroethyl)methylamine	(51-75-2)
HN3: Tris(2-chloroethyl)amine	(555-77-1)
(7) Saxitoxin	(35523-89-8)
(8) Ricin	(9009-86-3)
B. Precursors:	
(9) Alkyl (Me, Et, n-Pr or i-Pr) phosphonyldifluorides	
e.g. DF: Methylphosphonyldifluoride	(676-99-3)
(10) O-Alkyl (H or $\leq C_{10}$, incl. cycloalkyl) O-2-dialkyl (Me, Et, n-Pr or i-Pr)-aminoethyl alkyl (Me, Et, N-Pr or i-Pr) phosphonites and corresponding alkylated or protonated salts	
e.g. QL: O-Ethyl O-2-diisopropylaminoethyl methylphosphonite	(57856-11-8)
(11) Chlorosarin: O-Isopropyl methylphosphonochloridate	(1445-76-7)
(12) Chlorosoman: O-Pinacolyl methylphosphonochloridate	(7040-57-5)

Schedule 2

A. Toxic chemicals:	(CAS registry number)
(1) Amiton: O,O-Diethyl S-[2-(diethylamino)ethyl] phosphorothiolate and corresponding alkylated or protonated salts	(78-53-5)
(2) PFIB: 1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-propene	(382-21-8)
(3) BZ: 3-Quinuclidinyl benzilate	(6581-06-2)
B. Precursors:	
(4) Chemicals, except for those listed in Schedule 1, containing a phosphorus atom to which is bonded one methyl, ethyl or propyl (normal or iso) group but not further carbon atoms,	
e.g. Methylphosphonyl dichloride	(676-97-1)
Dimethyl methylphosphonate	(756-79-6)

Exemption: Fonofos: O-Ethyl S-phenyl ethylphosphono-thiolothionate	(944-22-9)
(5) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) phosphoramidic dihalides	
(6) Dialkyl (Me, Et, n-Pr or i-Pr) N,N-dialkyl (Me, Et, n-Pr or i-Pr)-phosphoramidates	
(7) Arsenic trichloride	(7784-34-1)
(8) 2,2-Diphenyl-2-hydroxyacetic acid	(76-93-7)
(9) Quinuclidine-3-ol	(1619-34-7)
(10) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethyl-2-chlorides and corresponding protonated salts	
(11) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethane-2-ols and corresponding protonated salts	
Exemptions:	
N,N-Dimethylaminoethanol and corresponding protonated salts	(108-01-0)
N,N-Diethylaminoethanol and corresponding protonated salts	(100-37-8)
(12) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethane-2-thiols and corresponding protonated salts	
(13) Thiodiglycol: Bis(2-hydroxyethyl)sulfide	(111-48-8)
(14) Pinacolyl alcohol: 3,3-Dimethylbutane-2-ol	(464-07-3)

Schedule 3

A. Toxic chemicals:	(CAS registry number)
(1) Phosgene: Carbonyl dichloride	(75-44-5)
(2) Cyanogen chloride	(506-77-4)
(3) Hydrogen cyanide	(74-90-8)
(4) Chloropicrin: Trichloronitromethane	(76-06-2)

B. Precursors:

(5) Phosphorus oxychloride	(10025-87-3)
(6) Phosphorus trichloride	(7719-12-2)
(7) Phosphorus pentachloride	(10026-13-8)
(8) Trimethyl phosphite	(121-45-9)
(9) Triethyl phosphite	(122-52-1)
(10) Dimethyl phosphite	(868-85-9)
(11) Diethyl phosphite	(762-04-9)
(12) Sulfur monochloride	(10025-67-9)
(13) Sulfur dichloride	(10545-99-0)
(14) Thionyl chloride	(7719-09-7)
(15) Ethyldiethanolamine	(139-87-7)
(16) Methyldiethanolamine	(105-59-9)
(17) Triethanolamine	(102-71-6)

SECTION 3: UNSCHEDULED DISCRETE ORGANIC CHEMICALS (UDOCs)

Introduction

Part 715 of the Chemical Weapons Convention Regulations (CWCRC) sets forth the declaration requirements that apply to the production of Unscheduled Discrete Organic Chemicals (UDOCs). Submitters should refer to Part 715 of the CWCRC to determine their declaration requirements. For the convenience of submitters, this section of the Handbook summarizes these declaration requirements. If there are discrepancies between these summaries and the declaration requirements set forth in Part 715 of the CWCRC, the CWCRC prevail.

This section also contains a “Guide to Submission of Unscheduled Discrete Organic Chemical (UDOC) Forms” that identifies the specific forms which must be included in each declaration package, the necessary declaration forms, as well as specific instructions for completing the forms.

UDOC Definition and Exemptions

UDOCs are defined as any chemical (1) belonging to the class of chemical compounds consisting of all compounds of carbon except for its oxides, sulfides and metal carbonates identifiable by chemical name, by structural formula, if known, and by Chemical Abstract Service registry number, is assigned, and (2) that is not contained in the Schedules of Chemicals (see Supplements No. 1 to parts 712, 713 and 714 of the CWCRC). UDOCs containing the elements phosphorus, sulfur or fluorine are referred to as “PSF-chemicals.”

Note: Carbon oxides consist of chemical compounds that contain only the elements carbon and oxygen and have the chemical formula C_xO_y , where x and y denote integers. The two most common carbon oxides are carbon monoxide (CO) and carbon dioxide (CO₂). Carbon sulfides consist of chemical compounds that contain only the elements carbon and sulfur, and have the chemical formula $CaSb$, where a and b denote integers. The most common carbon sulfide is carbon disulfide (CS₂). Metal carbonates consist of chemical compounds that contain a metal (i.e., the Group I Alkalies, Groups II Alkaline Earths, the Transition Metals, or the elements aluminum, gallium, indium, thallium, tin, lead, bismuth or polonium), and the elements carbon and oxygen. Metal carbonates have the chemical formula $Md(CO_3)_e$, where d and e denote integers and M represents a metal. Common metal carbonates are sodium carbonate (Na₂CO₃) and calcium carbonate (CaCO₃). Metal carbides or other compounds consist of only a metal, as described above, and carbon (e.g., calcium carbide (CaC₂)).

UDOCs subject to declaration requirements are those produced by synthesis and have been isolated for use or sale as a specific end product, except as follows:

- Polymer substances and oligomers consisting of two or more repeating units, and formed by the chemical reaction of monomeric or polymeric substances;
- Chemicals and chemical mixtures produced through a biological or biomediated process;
- Products from the refining of crude oil, including sulfur-containing crude oil; and

- Metal Carbides (i.e., chemicals consisting only of metal and carbon); and
- UDOCs produced by synthesis that are ingredients or by-products in foods designed for consumption by humans and/or animals.

Note: See Supplement No. 2 to Part 715 of the CWCR for examples of UDOCs subject to the declaration requirements and for examples of activities that are not considered production by synthesis.

Also note that UDOC plant sites that exclusively produced hydrocarbons or explosives are exempt from UDOC declaration requirements. The following definitions apply for hydrocarbons and explosives:

- Hydrocarbon means any organic compound that contains only carbon and hydrogen; and
- Explosive means a chemical (or a mixture of chemicals) that is included in Class 1 of the United Nations Organization hazard classification system.

Declaration Requirements

Declarations are required from plant sites that produced by synthesis in excess of 200 metric tons aggregate of all UDOCs (including all PSF-chemicals) or from plant sites with one or more plants that produced by synthesis 30 metric tons of an individual UDOC containing the elements phosphorus, sulfur or fluorine (“PSF-chemical”).

Initial Declarations are required from UDOC plant sites that produced above the applicable quantity threshold in calendar year 1996.

Annual Declarations on Past Activities are required from plant sites that produced in excess of applicable quantity thresholds in the previous calendar year, beginning with calendar year 1997.

Note that in addition to providing approximate production data by ranges, plant sites may also be required to include additional information on the forms such as the latitude and longitude coordinates of the center of the declared plant site and the exact number of plants on the plant site that produced an individual PSF chemical in excess of 30 metric tons.

Amended Declarations are required for changes or additions to previously submitted declarations.

GUIDE TO SUBMISSION OF UNSCHEDULED DISCRETE ORGANIC CHEMICAL (UDOC) FORMS

Declaration Type	Unscheduled Discrete Organic Chemical Forms				Due Dates
	Cert.	UDOC	A	B	
Initial Declaration	✓	✓	①	②	See Note
Annual Declaration on Past Activities	✓	✓	①	②	See Note February 28
Amended Declaration	✓	✓	①	②	

✓ - Form Required ① - Attach, as appropriate ② - Optional

Listing of Forms

Certification Form

UDOC

Unscheduled Discrete Organic Chemical Declaration, consists of 2 pages:

Part A - UDOC Plant Site Identification and

Part B - UDOC Plant Site Activities

Form A

Attachments for Plant Site (attach, as appropriate)

Form B

Optional Comments

Note: The Initial Declaration and Annual Declarations on Past Activities for calendar years 1997, 1998, and 1999 will be due 90 days after publication of the interim rule implementing the CWCR.

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		U.S. DEPARTMENT OF COMMERCE Bureau of Export Administration CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION		DATE RECEIVED: (Leave Blank)	
CERTIFICATION FORM					
Provide the information requested below in Questions C.1 through C.8.					
C.1	Name of Declaration Point of Contact (D-POC):				
C.2	Company Name:				
C.3	Street Address:				
	City:	State:	Zip Code:		
C.4	D-POC's Telephone Number: () ext.				
	D-POC's Fax Number: ()				
	D-POC's Internet Address:				
C.5	Date Submitted (YYYY-MM-DD):				
C.6	CERTIFICATION				
I hereby certify that I have reviewed the attached documents and that, to the best of my knowledge and belief, the submitted information is true and complete.					
Name and title of responsible official (type or print):					
Signature:					
Date Signed (YYYY-MM-DD):					
C.7	TYPE OF DECLARATION (check only one box) <input type="checkbox"/> INITIAL DECLARATION (1996) <input type="checkbox"/> ANNUAL DECLARATION ON PAST ACTIVITIES (YYYY): _____ <input type="checkbox"/> AMENDED DECLARATION - Please provide the year of the declaration being amended. (YYYY): _____				
C.8	FORMS SUBMITTED Check all the forms that are included: <input type="checkbox"/> FORM UDOC <input type="checkbox"/> FORM A <input type="checkbox"/> FORM B				

CERTIFICATION FORM Unscheduled Discrete Organic Chemical Declaration

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

A separate Certification Form is required for each Unscheduled Discrete Organic Chemical (UDOC) plant site being declared.

This form serves several purposes, including:

- (a) identifying a Point of Contact;
- (b) certifying the accuracy of the submitted declaration;
- (c) identifying the type of declaration submitted; and
- (d) listing the declaration forms submitted.

Questions C.1 through C.5 Name of Declaration Point of Contact (D-POC) and Other Requested Information: Designate a D-POC. The D-POC should be a person whom the Department of Commerce may contact for: (1) the purposes of clarification of information provided in the declaration; and (2) for general information. The D-POC need not be the person who prepares the declaration forms or signs the Certification Form. Furthermore, it is not necessary that the D-POC be located at the declared plant sites.

Question C.6 Certification: The Certification must be signed and dated by the owner, operator, or senior management

official who certifies the accuracy and completeness of the information submitted. The Certification signature block must contain an original signature.

Question C.7 Declaration Type: Check the box for the type of declaration being submitted (e.g. initial, past activities, or amended) and indicate the year for which the information applies.

The INITIAL DECLARATION provides information on the 1996 production of Unscheduled Discrete Organic Chemicals (UDOCs) by a declared UDOC plant site.

The DECLARATION ON PAST ACTIVITIES provides information on the production of UDOCs by a declared UDOC plant site for the previous year.

The AMENDED DECLARATION is used to correct a previously submitted declaration (e.g., increase of production quantity into a higher range; addition of a new PSF chemical produced above 30 metric tons at a PSF plant not previously declared). If you submit an AMENDED DECLARATION, indicate the year to which the AMENDED DECLARATION refers.

Question C.8 Forms Submitted: Check the appropriate box for each form that is included in the submission.

<h1 style="text-align: center;">CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION</h1>		PLANT SITE NAME:	
		U.S. PLANT SITE CODE (once assigned):	
		<i>PAGE 1 OF 2</i>	
FORM UDOC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION			
Submit this form for each Unscheduled Discrete Organic Chemical Production Plant Site for all types of declarations (initial, past activities, and amended).			
PART A: Plant Site Identification			
UDOC.1	Owner:		
	Telephone Number: ()	Fax Number: ()	
UDOC.2	Operator:		
	Telephone Number: ()	Fax Number: ()	
UDOC.3	Street Address:		
	City:	State:	Zip Code:
UDOC.4	Provide the geographic coordinates of the center of the plant site (see Supplement No. 1).		
	a. Latitude (Deg/ Min/ Sec/ N):	/ / / N	
	b. Longitude (Deg/ Min/ Sec/ W):	/ / / W	
Check this box if the geographic coordinates are <u>not</u> for the center of the plant site and/or you have attached any additional information on the plant site to Form A. <input type="checkbox"/>			
Designation of Inspection Point of Contact (I-POC) for inspection notifications involving this plant site. NOTE: The Department of Commerce must be able to reach the I-POCs at all hours through the telephone numbers shown below.			
UDOC.5.1	Name of I-POC:		
	I-POC's Telephone Number:	()	ext:
	I-POC's Alternate Telephone Number:	()	ext:
	I-POC's Fax Number:	()	
UDOC.5.2	Name of Alternate I-POC (Optional):		
	I-POC's Telephone Number:	()	ext:
	I-POC's Alternate Telephone Number:	()	ext:
	I-POC's Fax Number:	()	

FORM UDOC **Unscheduled Discrete Organic Chemical Declaration**

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

Submit this form (which consists of 2 pages -- Part A - Plant Site Identification and Part B - Plant Site Activities) for each declared unscheduled discrete organic chemical (UDOC) plant site, and for all types of declarations (initial, past activities, and amended). Your plant site is a declared UDOC plant site if it produced more than 200 metric tons aggregate of UDOCs (including all PSF-chemicals). For purposes of calculating the 200 metric ton amount, you must include all PSF chemicals that were produced on your plant site. Your plant site is also a declared plant site if one or more plants on your plant site individually produced more than 30 metric tons of a single UDOC containing phosphorus, sulfur, or fluorine ("PSF-chemical"). Only declared plant sites subject to routine inspection must complete Question UDOC.5.

For the INITIAL DECLARATION, submit this form for each UDOC plant site that produced above the applicable threshold in 1996. For the ANNUAL DECLARATION ON PAST ACTIVITIES, submit this form for each UDOC plant site that produced above the applicable threshold in the previous calendar year.

The submitter of this declaration should assign a unique name to the plant site, and record this name in the appropriate box in the upper right-hand corner of Form UDOC, Parts A and B. The Department of Commerce will provide each submitter a unique code for each declared plant site. This code, hereafter referred to as a "U.S. Plant Site Code," will be the primary

means of identifying a plant site after the first declaration is submitted and the Department of Commerce assigns a code. The submitter should use this code on all future declarations for a particular plant site.

PART A - PLANT SITE IDENTIFICATION

Questions UDOC.1 through UDOC.3: Provide the name and telephone and fax numbers of the owner and the operator the occupant or the agent in charge of the plant site. Provide the address of the plant site. **DO NOT PROVIDE A POST OFFICE BOX.**

Question UDOC.4: Provide the latitude and longitude for the center of the plant site using the following formats (see Supplement No. 1 for guidelines on determining geographic coordinates):

Latitude: 00(degree)/00(minute)/00(second)/N
Longitude: 000(degree)/00(minute)/00(second)/W

If the geographic coordinates are not for the center of the plant site, you must attach to Form A an explanation of the coordinates (e.g., front gate, Building No.15). Also, use Form A to identify any additional information (e.g., maps, drawings) that you have attached to this declaration to locate this plant site with reference to the declared coordinates. (Check the box if you are submitting Form A with attachments.)

Questions UDOC.5.1 & UDOC.5.2: Designate an Inspection Point of Contact (I-POC) and provide telephone and fax numbers so the U.S. Government may notify you of inspections of your plant site. You may also designate an Alternate I-POC. The U.S. Government must be able to contact the I-POCs on a 24 hour basis.

<h1 style="text-align: center;">CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION</h1>		PLANT SITE NAME:	
		U.S. PLANT SITE CODE (once assigned):	
		<i>PAGE 2 OF 2</i>	
FORM UDOC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION			
PART B: Plant Site Activities			
Specify the main activities at this plant site.			
UDOC.6	Provide the Product Group Codes to describe products at this plant site (see Supplement No.2).		
UDOC.7	Provide the approximate number of plants at this plant site that produced any amount of Unscheduled Discrete Organic Chemicals (including <u>all</u> PSF chemicals): _____		
UDOC.8	Indicate the approximate aggregate amount of production of Unscheduled Discrete Organic Chemicals at the plant site (including <u>all</u> PSF chemicals). <input type="checkbox"/> 200 metric tons to 1,000 metric tons <input type="checkbox"/> above 1,000 metric tons to 10,000 metric tons <input type="checkbox"/> above 10,000 metric tons		
UDOC.9	Provide the exact number of plants at this plant site that produced an “individual” PSF chemical over 30 metric tons (“PSF Plant”): _____		
Indicate the number of PSF plants whose approximate aggregate production of all PSF chemicals falls within each of the PSF-chemical production ranges noted below.			
UDOC.10.1	Number of PSF plants that produced 30 metric tons to 200 metric tons:		_____
UDOC.10.2	Number of PSF plants that produced above 200 metric tons to 1,000 metric tons:		_____
UDOC.10.3	Number of PSF plants that produced above 1,000 metric tons to 10,000 metric tons:		_____
UDOC.10.4	Number of PSF plants that produced above 10,000 metric tons:		_____

FORM UDOC **Unscheduled Discrete Organic Chemical Declaration (Continued)**

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

The submitter of this declaration should assign a unique name to the plant site, and record this name in the appropriate box in the upper right-hand corner of Form UDOC, Parts A and B. The Department of Commerce will provide each submitter with a unique code for each declared plant site. This code, hereafter referred to as a "U.S. Plant Site Code," will be the primary means of identifying a plant site after the first declaration is submitted and the Department of Commerce assigns a code. The submitter should use this code on all future declarations for a particular plant site.

PART B - PLANT SITE ACTIVITIES

Question UDOC.6: Provide the appropriate Standard International Trade Classification (SITC) Code for one or more chemical product group categories that describe the type of ultimate products that are manufactured at the plant site (see Supplement No. 2 for the SITC Codes).

Question UDOC.7: If your plant site produced more than 200 metric tons aggregate of unscheduled discrete organic chemicals (UDOCs) in the previous calendar year, provide the approximate number of plants that produced any amount of UDOCs (including all PSF-chemicals).

Question UDOC.8: Check the appropriate box to indicate the approximate aggregate amount of production of all UDOCs (including all PSF-chemicals) produced at this plant site in the previous calendar year.

Question UDOC.9: Provide the exact number of plants that produced an individual PSF-chemical over 30 metric tons at this plant site in the previous calendar year. An individual plant that produced more than 30 metric tons of a single PSF-chemical is a "PSF plant."

Question UDOC.10: Provide the number of PSF plants whose approximate aggregate production of PSF-chemicals falls within each of the PSF-chemical production ranges in the previous calendar year. NOTE: The total number of PSF plants identified in Question UDOC 10.1 through 10.4 should equal the number of PSF plants indicated in Question UDOC.9.

**CWC UNSCHEDULED
DISCRETE ORGANIC CHEMICAL
FORM A**

COMPLETE AS MANY COPIES OF THIS FORM AS NECESSARY.

Use this form to describe any attachment to this declaration. Attachments may include, for example, any additional information on the precise location of a declared plant site or site map.

**FORM A ATTACHMENTS FOR UNSCHEDULED DISCRETE ORGANIC
CHEMICAL PLANT SITE**

Plant Site Name

Form Number

Identify the attachment with a unique name or description.
--

[illegible]

FORM A Attachments for Declared Unscheduled Discrete Organic Chemical Plant Sites

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

Submit this form to list any attachments containing additional information (e.g., site diagrams, maps, drawings) on any declared plant site. Any additional attachment submitted to further characterize the plant site and to clarify the exact location is on a voluntary basis.

PLANT SITE NAME: In column 1, enter the name of the plant site, and if assigned, enter its U.S. Plant Site code.

FORM NUMBER: In column 2, enter the form number to which this additional information refers.

IDENTIFY ATTACHMENT: In column 3, provide a description of the attachment and assign a unique name to it (e.g., site map).

Insert all attachments in an envelope and staple the envelope to Form A.

CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL FORM B

FORM B**OPTIONAL COMMENTS**

B.1.1	Comments on form number____, question number____:
B.1.2	Comments on form number____, question number____:
B.1.3	Comments on form number____, question number____:
B.1.4	Comments on form number____, question number____:
B.1.5	Comments on form number____, question number____:
B.1.6	Comments on form number____, question number____:
B.1.7	Comments on form number____, question number____:
B.2.1	General comments or suggestions:

FORMB Optional Comments

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715)

Please use this form to record comments or suggestions. Use as many copies of this form as necessary. Submission of this form is optional. The information provided will be used only by the Department of Commerce to improve the forms and the CWC reporting process.

SUPPLEMENT 1

HOW TO DETERMINE LATITUDE AND LONGITUDE COORDINATES

Introduction

The latitude and longitude coordinates of declared facilities are very important for pinpointing facility location and are a required data element on the CWC Declaration Forms. As a result, the Department of Commerce, Bureau of Export Administration (BXA) is encouraging facilities to make the best possible measurements when determining latitude and longitude coordinates. Undeclared facilities, trading companies or other persons subject to the Chemical Weapons Convention Regulations (CWCRC) are not required to provide latitude and longitude coordinates.

The CWC Declaration Forms give you the option to identify the latitude or longitude coordinates of either the “center” of the facility or “another location” of the facility; however, if you do not specify the coordinates of the “center” of your facility, you must attach to Form A a description of the physical location identified by the coordinates (e.g., front gate, Building No. 15). You may also attach to Form A any additional information that may be useful to locate the facility.

Latitude is the distance north or south of the equator. Longitude is the distance east or west of the prime meridian (Greenwich, England). Latitude and longitude are measured in degrees, minutes, and seconds.

$1^{\circ}(\text{degree}) = 60'(\text{minutes})$

$1'(\text{minute}) = 60''(\text{seconds})$

How to Determine the Latitude and Longitude Coordinates of Your Facility

There are a number of inexpensive commercial systems or government services which are available to assist you in identifying your facility’s location, as listed below. You should use one of these systems or methods to determine the latitude and longitude coordinates of your facility. Note that you may have previously determined your facility’s precise latitude and longitude coordinates for other U.S. Government reporting requirements (e.g., EPA/TRI).

Global Position Systems (GPS) – GPS is one of the easiest and least expensive methods used in obtaining the precise latitude and longitude coordinates of a facility. The United States Government has determined that using a GPS in identifying the latitude and longitude coordinates of your facility is an acceptable method. During an inspection of your facility, inspectors of the Organization on the Prohibition of Chemical Weapons (OPCW) may also use a GPS to verify the location of your facility.

Survey Records – Another source for obtaining latitude and longitude coordinates of a facility is through use of surveying records from your local government’s Registrant Office.

Bureau of Export Administration (BXA) Assistance – BXA will assist you in identifying the latitude and longitude coordinates of your facility. You should contact BXA’s Information Technology Team at 703-235-1335 for assistance.

U.S. Geological Survey (USGS) Maps—The USGS is another important resource available for identifying the latitude and longitude coordinates of your facility. The USGS publishes topographic quadrangle maps which are useful tools available to help you in determining the latitude and longitude coordinates for your facility. These maps are published in varying degrees of detail. It is very important that latitude and longitude measurements be made from the most detailed maps available.

To identify the detailed topographic quadrangle map in which your facility is located, the USGS has published an index and a catalog of topographic maps available for each state. Both the index and the catalog are available in many libraries or may be obtained free of charge from the Distribution Branch of the USGS. The **Index to Topographic and Other Map Coverage** helps you to identify the most detailed map in which your facility is located.

The detailed topographic quadrangle maps are available in many libraries or may be purchased from the Distribution Branch of the USGS and from private map dealers. The Catalog of Topographic and Other Published Maps contains a list of map depository libraries and topographic map dealers for each state covered in the Catalog.

To purchase a topographic quadrangle map from the USGS, you must send a written request to the Distribution Branch of the USGS, containing the file number and map reference code, the name of the city, state and zip code in which your facility is located.

The Distribution Branch of the USGS can be reached at:

Distribution Branch of the USGS
P.O. Box 25286
Denver Federal Center
Denver, CO 80225
(303) 236-7477

Allow 5 Weeks for Delivery.

For faster service, you may call the USGS toll free number 1-800-435-7627 to obtain names of private map dealers in your state and the cost of the maps.

You may also purchase topographic maps online via the Internet at: <http://mapping.usgs.gov/mac/findmaps.html>.

In addition, you may purchase a topographic quadrangle map from the USGS through a USGS Public Inquiry Office. The Public Inquiry Offices are listed for each state on the inside back cover of the *Catalog of Topographic and Other Published Maps*.

If you need help in determining your latitude and longitude once you have the necessary map, the National Cartographic Information Center can provide assistance:

Western states: (303) 236-5829
Eastern states: (314) 341-0851

Determining Your Facility's Latitude and Longitude.

Once you have obtained the correct map for your facility (as illustrated at the end of this supplement):

- (1) Mark the location of your facility on the map with a point. If your facility is large, choose a point central to the production activities of the facility. If certain structures in your facility are represented on the map, mark one of the structures with a point.
- (2) Construct a small rectangle around the point with fine pencil lines connecting the nearest 2.5' or 5' graticules. *Graticules* are intersections of latitude and longitude lines that are marked on the map edge, and appear as black crosses at four points in the interior of the map.
- (3) Read and record the latitude in terms of North and longitude in terms of West (in degrees, minutes, and seconds) for the southeast corner of the small quadrangle drawn in step two. The latitude and longitude are printed at the edges of the map.
- (4) To determine the increment of latitude above the latitude line recorded in step 3,
 - position the map so that you face *west*:
 - place the ruler in approximately a north-south alignment, with the "0" on the latitude line recorded in step 3 with the ruler edge intersecting the point.

Without moving the ruler, read and record:

- the measurement from the latitude line to the desired point (the point distance);
- the measurement from the latitude line to the north line of the small quadrangle (the total distance).

Determine the number of seconds to be added to the latitude recorded in step 3 by using the ratio:

$$\frac{\text{Point distance}}{\text{Total distance between lines}} \times 150'' = \text{increment of latitude}$$

[Note: 150" is the number of seconds of arc for the side of the small quadrangle on a 7.5' map. If you are using a 15' map, the multiplication factor is 300" instead of 150" since each graticule is 5' of latitude or longitude].

For example:

Point distance = 99.5
Total distance = 192.0

$$\frac{99.5}{192.0} \times 150'' = 77.7'' = 01'17.7''$$

(conversion procedure: $60'' = 1'$; $77.7'' = 60'' + 17.7'' = 01'17.7''$)

Latitude in step 3	32°17'30.0"N
<u>Increment</u>	<u>+ 01'17.7"N</u>
Latitude of point	32°18'47.7"N

to the nearest second = 32°18'48.0"N

(5) To determine the increment of longitude west of the longitude line recorded in step 3,

- position the map so that you face *south*;
- place the ruler in approximately an east-west alignment with the "0" on the longitude line recorded in step 3 with the ruler edge intersecting the point.

Without moving the ruler, read and record:

- the measurement from the longitude line to the desired point (the point distance);
- the measurement from the longitude line to the west line of the small quadrangle (the total distance).

Determine the number of seconds to be added to the longitude recorded in step 3 by using the ratio:

$$\frac{\text{Point distance}}{\text{Total distance between lines}} \times 150'' = \text{increment of longitude}$$

For example:

Point distance = 65.0
Total distance = 149.9

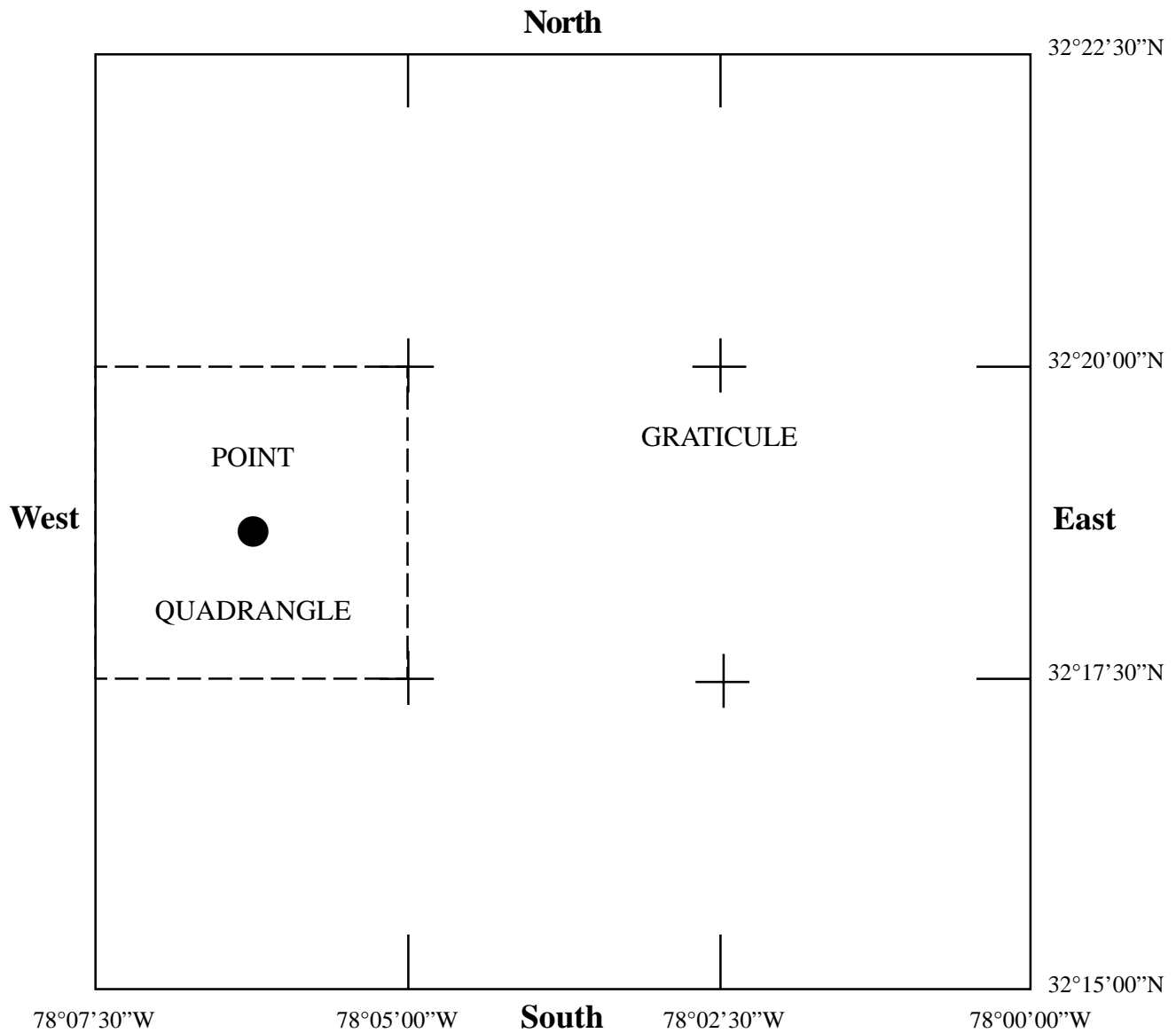
$$\frac{65.0}{149.9} \times 150'' = 65'' = 01'05''$$

(conversion procedure: $60'' = 1'$; $65'' = 60'' + 05'' = 01'05''$)

Latitude in step 3	78°05'00"W
<u>Increment</u>	<u>+ 01'05"W</u>
Latitude of point	78°06'05"W

to the nearest second = 78°06'05"W

LATITUDE/LONGITUDE DIAGRAM



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SUPPLEMENT 2

PRODUCT GROUP CODES

Standard International Trade Classification (SITC) 3 Digit Codes (an excerpt of chemicals and related products)

Code	Description
511	Hydrocarbons, N.E.S., and their halogenated, sulphonated, nitrated or nitrosated derivatives
512	Alcohols, phenols, phenol-alcohols, and their halogenated, sulphonated, nitrated or nitrosated derivatives
513	Carboxylic acids and their anhydrides, halides, peroxides and peroxyacids; their halogenated, sulphonated, nitrated or nitrosated derivatives
514	Nitrogen-function compounds
515	Organo-inorganic compounds, heterocyclic compounds, nucleic acids and their salts, and sulphonamides
516	Other organic chemicals
522	Inorganic chemical elements, oxides and halogen salts
523	Metal salts and peroxysalts, of inorganic acids
524	Other inorganic chemicals; organic and inorganic compounds of precious metals
525	Radioactive and associated materials
531	Synthetic organic colouring matter and colour lakes, and preparations based thereon
532	Dyeing and tanning extracts, and synthetic tanning materials
533	Pigments, paints, varnishes and related materials
541	Medicinal and pharmaceutical products, other than medicaments of Group 542
542	Medicaments (including veterinary medicaments)
551	Essential oils, perfume and flavour materials
553	Perfumery, cosmetic or toilet preparations (excluding soaps)
554	Soap, cleansing and polishing preparations
562	Fertilizers (other than those of Group 272)
571	Polymers of ethylene, in primary forms
572	Polymers of styrene, in primary forms

Code	Description
573	Polymers of vinyl chloride or of other halogenated olefins in primary forms
574	Polyacetals, other polyethers and epoxide resins, in primary forms; polycarbonates, alkyd resins, polyallyl esters and other polyesters
579	Waste, parings and scrap, of plastics
581	Tubes, pipes and hoses, and fittings therefor, of plastics
582	Plates, sheets, film, foil and strip, of plastics
583	Monofilament of which any cross-sectional dimension exceeds 1 mm, rods, sticks and profile shapes, whether or not surface-worked but not otherwise worked, of plastics
591	Insecticides, rodenticides, fungicides, herbicides, anti-sprouting products and plant-growth regulators, disinfectants and similar products, put up in forms or packings for retail sale or as preparations or articles (e.g. sulphur-treated bands, wicks and candles, and fly papers)
592	Starches, inulin and wheat gluten; albuminoidal substances; glues
593	Explosives and pyrotechnic products
597	Prepared additives for mineral oils and the like; prepared liquids for hydraulic transmission; anti-freezing preparations and prepared de-icing fluids; lubricating preparations
598	Miscellaneous chemicals products, N.E.S.
611	Leather

SUPPLEMENT 3

DESTINATION CODES

CODE	DESTINATION (Name in English)
AFG	AFGHANISTAN Islamic State of Afghanistan
ALB	ALBANIA Republic of Albania
DZA	ALGERIA People's Democratic Republic of Algeria
AND	ANDORRA Principality of Andorra
AGO	ANGOLA Republic of Angola
ATG	ANTIGUA AND BARBUDA
ARG	ARGENTINA Argentine Republic
ARM	ARMENIA Republic of Armenia
AUS	AUSTRALIA
AUT	AUSTRIA Republic of Austria
AZE	AZERBAIJAN Azerbaijani Republic
BHS	BAHAMAS Commonwealth of the Bahamas
BHR	BAHRAIN State of Bahrain
BGD	BANGLADESH People's Republic of Bangladesh
BRB	BARBADOS
BLR	BELARUS Republic of Belarus
BEL	BELGIUM Kingdom of Belgium
BLZ	BELIZE
BEN	BENIN Republic of Benin
BTN	BHUTAN Kingdom of Bhutan
BOL	BOLIVIA Republic of Bolivia
BIH	BOSNIA AND HERZEGOVINA Republic of Bosnia and Herzegovina
BWA	BOTSWANA Republic of Botswana
BRA	BRAZIL Federative Republic of Brazil
BRN	BRUNEI DARUSSALAM
BGR	BULGARIA Republic of Bulgaria
BFA	BURKINA FASO
BDI	BURUNDI Republic of Burundi
KHM	CAMBODIA Kingdom of Cambodia
CMR	CAMEROON Republic of Cameroon

CODE	DESTINATION (Name in English)
CAN	CANADA
CPV	CAPE VERDE Republic of Cape Verde
CAF	CENTRAL AFRICAN REPUBLIC
TCD	CHAD Republic of Chad
CHL	CHILE Republic of Chile
CHN	CHINA People's Republic of China (including Hong Kong and Macau)
COL	COLOMBIA Republic of Colombia
COM	COMOROS Islamic Federal Republic of the Comoros
COG	CONGO Republic of the Congo
COK	COOK ISLANDS
CRI	COSTA RICA Republic of Costa Rica
CIV	COTE D'IVOIRE Republic of Cote d'Ivoire
HRV	CROATIA Republic of Croatia
CUB	CUBA Republic of Cuba
CYP	CYPRUS Republic of Cyprus
CZE	CZECH REPUBLIC
PRK	DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA
COD	DEMOCRATIC REPUBLIC OF THE CONGO
DNK	DENMARK Kingdom of Denmark
DJI	DJIBOUTI Republic of Djibouti
DMA	DOMINICA Commonwealth of Dominica
DOM	DOMINICAN REPUBLIC
ECU	ECUADOR Republic of Ecuador
EGY	EGYPT Arab Republic of Egypt
SLV	EL SALVADOR Republic of El Salvador
GNQ	EQUATORIAL GUINEA Republic of Equatorial Guinea
ERI	ERITREA
EST	ESTONIA Republic of Estonia
ETH	ETHIOPIA Federal Democratic Republic of Ethiopia
FJI	FIJI Republic of Fiji
FIN	FINLAND Republic of Finland
FRA	FRANCE French Republic
GAB	GABON Gabonese Republic
GMB	GAMBIA Republic of Gambia
GEO	GEORGIA Republic of Georgia

CODE	DESTINATION (Name in English)
DEU	GERMANY Federal Republic of Germany
GHA	GHANA Republic of Ghana
GRC	GREECE Hellenic Republic
GRD	GRENADA
GTM	GUATEMALA Republic of Guatemala
GIN	GUINEA Republic of Guinea
GNB	GUINEA-BISSAU Republic of Guinea Bissau
GUY	GUYANA Republic of Guyana
HTI	HAITI Republic of Haiti
VAT	HOLY SEE (VATICAN CITY STATE) (Saint Siege)
HND	HONDURAS Republic of Honduras
HUN	HUNGARY Republic of Hungary
ISL	ICELAND Republic of Iceland
IND	INDIA Republic of India
IDN	INDONESIA Republic of Indonesia
IRN	IRAN (ISLAMIC REPUBLIC OF) Islamic Republic of Iran
IRQ	IRAQ The Republic of Iraq
IRL	IRELAND
ISR	ISRAEL State of Israel
ITA	ITALY Italian Republic
JAM	JAMAICA
JPN	JAPAN
JOR	JORDAN Hashemite Kingdom of Jordan
KAZ	KAZAKHSTAN Republic of Kazakhstan
KEN	KENYA Republic of Kenya
KIR	KIRIBATI
KWT	KUWAIT State of Kuwait
KGZ	KYRGYZSTAN Kyrgys Republic
LAO	LAOS PEOPLE'S DEMOCRATIC REPUBLIC
LVA	LATVIA Republic of Latvia
LBN	LEBANON Lebanese Republic
LSO	LESOTHO Kingdom of Lesotho
LBR	LIBERIA Republic of Liberia
LBY	LIBYAN ARAB JAMAHIRIYA Socialist People's Libyan Arab Jamahiriya
LIE	LIECHTENSTEIN Principality of Liechtenstein

CODE	DESTINATION (Name in English)
LTU	LITHUANIA Republic of Lithuania
LUX	LUXEMBOURG Grand Duchy of Luxembourg
MDG	MADAGASCAR Republic of Madagascar
MWI	MALAWI Republic of Malawi
MYS	MALAYSIA
MDV	MALDIVES Republic of Maldives
MLI	MALI Republic of Mali
MLT	MALTA Republic of Malta
MHL	MARSHALL ISLANDS Republic of the Marshall Islands
MRT	MAURITANIA Islamic Republic of Mauritania
MUS	MAURITIUS Republic of Mauritius
MEX	MEXICO United Mexican States
FSM	MICRONESIA Federated States of Micronesia
MCO	MONACO Principality of Monaco
MNG	MONGOLIA
MAR	MOROCCO Kingdom of Morocco
MOZ	MOZAMBIQUE Republic of Mozambique
MMR	MYANMAR Union of Myanmar
NAM	NAMIBIA Republic of Namibia
NRU	NAURU Republic of Nauru
NPL	NEPAL Kingdom of Nepal
NLD	NETHERLANDS Kingdom of The Netherlands
NZL	NEW ZEALAND
NIC	NICARAGUA Republic of Nicaragua
NER	NIGER Republic of Niger
NGA	NIGERIA Federal Republic of Nigeria
NIU	NIUE Republic of Niue
NOR	NORWAY Kingdom of Norway
OMN	OMAN Sultanate of Oman
PAK	PAKISTAN Islamic Republic of Pakistan
PLW	PALAU Republic of Palau
PAN	PANAMA Republic of Panama
PNG	PAPUA NEW GUINEA
PRY	PARAGUAY Republic of Paraguay
PER	PERU Republic of Peru

CODE	DESTINATION (Name in English)
PHL	PHILIPPINES Republic of Philippines
POL	POLAND Republic of Poland
PRT	PORTUGAL Portuguese Republic
QAT	QATAR State of Qatar
KOR	REPUBLIC OF KOREA
MDA	REPUBLIC OF MOLDOVA
ROM	ROMANIA
RUS	RUSSIAN FEDERATION
RWA	RWANDA Rwandese Republic
KNA	SAINT KITTS AND NEVIS
LCA	SAINT LUCIA
VCT	SAINT VINCENT AND THE GRENADINES
SMR	SAN MARINO Republic of San Marino
STP	SAO TOME AND PRINCIPE Democratic Republic of Sao Tome and Principe
SAU	SAUDI ARABIA Kingdom of Saudi Arabia
SEN	SENEGAL Republic of Senegal
SYC	SEYCHELLES Republic of Seychelles
SLE	SIERRA LEONE Republic of Sierra Leone
SGP	SINGAPORE Republic of Singapore
SVK	SLOVAKIA Slovak Republic
SVN	SLOVENIA Republic of Slovenia
SLB	SOLOMON ISLANDS
SOM	SOMALIA Somali Democratic Republic
ZAF	SOUTH AFRICA Republic of South Africa
ESP	SPAIN Kingdom of Spain
LKA	SRI LANKA Democratic Socialist Republic of Sri Lanka
SDN	SUDAN Republic of the Sudan
SUR	SURINAME Republic of Suriname
SWZ	SWAZILAND Kingdom of Swaziland
SWE	SWEDEN Kingdom of Sweden
CHE	SWITZERLAND Swiss Confederation
SYR	SYRIAN ARAB REPUBLIC
TJK	TAJIKISTAN Republic of Tajikistan
THA	THAILAND Kingdom of Thailand
MKD	FORMER YUGOSLAV REPUBLIC OF MACEDONIA

CODE	DESTINATION (Name in English)
TGO	TOGO Togolese Republic
TON	TONGA Kingdom of Tonga
TTO	TRINIDAD AND TOBAGO Republic of Trinidad and Tobago
TUN	TUNISIA Republic of Tunisia
TUR	TURKEY Republic of Turkey
TKM	TURKMENISTAN
TUV	TUVALU
UGA	UGANDA Republic of Uganda
UKR	UKRAINE
ARE	UNITED ARAB EMIRATES
GBR	UNITED KINGDOM United Kingdom of Great Britain & Northern Ireland
TZA	UNITED REPUBLIC OF TANZANIA
USA	UNITED STATES United States of America
URY	URUGUAY Eastern Republic of Uruguay
UZB	UZBEKISTAN Republic of Uzbekistan
VUT	VANUATU Republic of Vanuatu
VEN	VENEZUELA Republic of Venezuela
VNM	VIET NAM Socialist Republic of Viet Nam
YEM	YEMEN Republic of Yemen
YUG	YUGOSLAVIA Federal Republic of Yugoslavia
ZMB	ZAMBIA Republic of Zambia
ZWE	ZIMBABWE Republic of Zimbabwe
TAI	TAIWAN ¹

1 Transfers to Taiwan of Schedule 2 and 3 chemicals must be declared or reported using the Destination Code “TAI”. This requirement does not imply recognition of the Taiwan authorities nor an official relationship with Taiwan.

SUPPLEMENT NO. 4

GLOSSARY OF DEFINITIONS AND TERMS

The following is a list of definitions and terms used in this Handbook. Certain of these definitions are reprinted from Section 710.1 of the Chemical Weapons Convention Regulations (15 CFR Section 710).

Act (The). The Chemical Weapons Convention Implementation Act of 1998 (22 U.S.C. 6701 et seq.).

Bureau of Export Administration (BXA). The Bureau of Export Administration of the United States Department of Commerce, including the Office of Export Administration and the Office of Export Enforcement.

By-product. Any chemical substance or mixture produced without a separate commercial intent during the manufacture, processing, use or disposal of another chemical substance or mixture.

Chemical Weapon. Means the following, together or separately:

- (a) A toxic chemical and its precursors, except where intended for purposes not prohibited under the CWC, provided that the type and quantity are consistent with such purposes;
- (b) A munition or device, specifically designed to cause death or other harm through the toxic properties of those toxic chemicals specified in paragraph (a) of this definition which would be released as a result of the employment of such munition or device; or
- (c) Any equipment specifically designed for use directly in connection with the employment of munitions or devices specified in paragraph (b) of this definition.

Chemical Weapons Convention (CWC or Convention). The Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction, and its annexes opened for signature on January 13, 1993, and entered into force on April 29, 1997.

Chemical Weapons Convention Regulations (CWCR). The regulations used for compliance with the CWC which are contained at 15 CFR Parts 710 through 721.

Consumption. A complete conversion of a chemical into another chemical via a chemical reaction. Unreacted material should be accountable as either waste (i.e., consumption) or recycled material.

Declaration. Forms submitted by declared facilities to the U.S. Government on chemical activities that are above applicable threshold quantities and are required pursuant to the CWC regulations.

Declaration or Report Form. A multi-purpose form used regarding activities involving Schedule 1, Schedule 2, and Schedule 3 chemicals, or Unscheduled Discrete Organic Chemicals. Declaration forms will be used by facilities or plant sites that have data declarations obligations under the CWCR and are

“declared” facilities whose facility-specific information will be transmitted to the OPCW. Report forms will be used by facilities that are “undeclared” facilities or plant sites and trading companies that have limited reporting requirements only for export and import activities under the CWCR and whose facility specific information will not be transmitted to the OPCW. Information from declared facilities, undeclared facilities and trading companies will also be used to compile U.S. national aggregate figures on the production, processing, consumption, export and import of specific chemicals. See also definitions of declared facility, undeclared facility and report.

Declaration or Report Point of Contact (D/R-POC). The person who is responsible for clarifying information provided in the declaration or report and for general information. The D/R-POC need not be the person who prepares the declaration or report forms or signs the Certification Form.

Declared Facility or Plant Site. A facility or plant site required to complete data declarations of activities involving Schedule 1, Schedule 2, or Schedule 3 chemicals, or Unscheduled Discrete Organic Chemicals above applicable threshold quantities. Only certain declared facilities and plant sites are subject to routine inspections under the CWCR. Plant sites that produced either Schedule 2 or Schedule 3 chemicals for Chemical Weapon purposes at any time since January 1, 1946, are also “declared” plants sites. However, such plant sites are not subject to routine inspection if they are not subject to declaration requirements because of past production, processing, consumption of Scheduled Chemicals or Unscheduled Discrete Organic Chemicals above applicable threshold quantities.

Dedicated and Multipurpose Schedule 2 Chemical Plants. Means the following:

A Schedule 2 plant is dedicated when its process configuration is dedicated to the declarable activities (production, processing, or consumption) in relation to declared Schedule 2 chemicals.

A Schedule 2 plant is multipurpose when the plant is designed to provide the means for the production of a variety of products by virtue of enabling more than one process configuration, i.e., the reconfiguration of the equipment and the piping as required for these different processes.

Destination Codes. Three-letter codes used to designate the destination from which CWC Scheduled Chemicals were export to or import from the United States. Destination Codes are listed in Supplement No. 3.

Discrete Organic Chemical. Any chemical belonging to the class of chemical compounds consisting of all compounds of carbon except for its oxides, sulfides, metal carbonates and metal carbides identifiable by chemical name, by structural formula, if known, and by Chemical Abstract Service registry number, if assigned.

Domestic Transfer. Means, with regard to declaration requirements for Schedule 1 chemicals under the CWCR, any movement of any amount of Schedule 1 chemicals outside the geographical boundary of a facility in the United States to another destination in the United States, for any purpose. Domestic transfer includes movement between two divisions of one company or a sale from one company to another. Note that any movement to or from a facility outside the United States is considered an export or import for reporting purposes, not a domestic transfer.

EAR. The Export Administration Regulations (15 CFR parts 730 through 799).

Entity. Any person involved in the production, processing, consumption, export or import of Scheduled Chemicals and Unscheduled Discrete Organic Chemicals.

Facility. Any plant site, plant or unit.

Impurity. A chemical substance unintentionally present with another chemical substance or mixture.

Inspection Point of Contact (I-POC). The person who is available on a 24-hour basis to receive notice of an impending inspections of a declared plant site by the U.S. Government.

Manufacture. The act or process of producing a product from raw materials (suitable for use).

Operator. The person who is in charge of the daily operations of a plant or plant site. This person can also sign and verify the accuracy of declarations and reports that are submitted to BXA. This person may be present during inspections.

Organization for the Prohibition of Chemical Weapons (OPCW). The international organization, located in The Hague, The Netherlands, that administers the CWC.

Owner. The person who owns or possess the plant or plant site.

Person. Any individual, corporation, partnership, firm, association, trust, estate, public or private institution, any State or any political subdivision thereof, or any political entity within a State, any foreign government or nation or any agency, instrumentality or political subdivision of any such government or nation, or other entity located in the United States.

Plant. A relatively self-contained area, structure or building containing one or more units with auxiliary and associated infrastructure, such as:

- (a) Small administrative area;
- (b) Storage/handling areas for feedstock and products;
- (c) Effluent/waste handling/treatment area;
- (d) Control/analytical laboratory;
- (e) First aid service/related medical section; and
- (f) Records associated with the movement into, around, and from the site, of declared chemicals and their feedstock or product chemicals formed from them, as appropriate.

Plant Site. The local integration of one or more plants, with any intermediate administrative levels, which are under one operational control and includes common infrastructure, such as:

- (a) Administration and other offices;
- (b) Repair and maintenance shops;
- (c) Medical center;

- (d) Utilities;
- (e) Central analytical laboratory;
- (f) Research and development laboratories;
- (g) Central effluent and waste treatment area; and
- (h) Warehouse storage.

Processing. A physical process such as formulation, extraction or purification in which a chemical is not converted into another chemical.

Precursor. Any chemical reactant which takes part, at any stage in the production, by whatever method, of a toxic chemical. The term includes any key component of a binary or multicomponent chemical system..

Product Group Codes. Standard International Trade Classification (SITC) Codes used to describe the kind of ultimate products manufactured at the plant or plant site (see definition of SITC codes).

Production. The formation of a chemical through chemical reaction.

Production Capacity. The annual quantitative potential for manufacturing a specific chemical based on the technological process actually used or, if the process is not yet operational, planned to be used at the relevant facility. It shall be deemed to be equal to the nameplate capacity or, if the nameplate capacity is not available, to the design capacity. For the purpose of Schedule 2 declarations, the nameplate capacity is the product output under conditions optimized for maximum quantity for the production facility, as demonstrated by one or more test-runs. The design capacity is the corresponding theoretically calculated product output, without test data or other supportive plant specific information.

PSF-chemical. An Unscheduled Discrete Organic Chemical containing one or more of the elements of phosphorus, sulfur or fluorine.

Quantity. The actual quantity of a chemical. Where the product contains less than 100% of the chemical, only the actual quantity of the chemical in the product shall be declared or reported.

Report. Information due to BXA from undeclared facilities or plant sites and trading companies on exports and imports of Schedule 1, Schedule 2 or Schedule 3 chemicals above the applicable thresholds. Such information is included in the national aggregate declaration prior to transmittal to the OPCW. Facility-specific information is not included in the national aggregate declaration.

Standard International Trade Classification Codes (SITC). United Nations trade classification codes which describes the kind of products manufactured at the plant or plant site based upon the main activities (see Supplement No. 3).

Storage. For purposes of Schedule 1 declarations, means any quantity of chemical that is not accounted for under the categories of production, export, import, consumption or domestic transfer.

Synthesis. The production of a chemical from its reactants.

Toxic Chemical. Any chemical which through its chemical action on life processes can cause death, temporary incapacitation, or permanent harm to humans or animals. The term includes all such chemicals, regardless of their origin or of their method of production, and regardless of whether they are produced in facilities, in munitions, or elsewhere. Toxic chemicals which have been identified for the application of verification measures are in schedules contained in Supplements No. 1 to Parts 712, 713, and 714 of the CWCR.

Trading Company. Any person involved in the export and/or import of Scheduled Chemicals in amounts greater than applicable threshold quantities, but not in the production, processing or consumption of such chemicals in amounts greater than threshold amounts requiring a declaration. If such persons exclusively export and/or import Scheduled Chemicals in amounts greater than applicable threshold quantities, they are subject to reporting requirements but are not subject to routine inspections.

Transfer to Other Industry. Means, for Schedule 3 declarations, transfers of chemicals to industries such as agriculture, construction, manufacturing, pharmaceutical, and service industries.

Undeclared Facility or Plant Site. A facility or plant site that is not subject to declaration requirements because of past or anticipated production, processing or consumption involving Scheduled Chemicals or Unscheduled Discrete Organic Chemicals above applicable threshold quantities. However, such facilities and plant sites may have a reporting requirement for exports and/or imports of such chemicals.

Unscheduled Chemical. A chemical that is not contained in Schedule 1, Schedule 2, or Schedule 3 (see Supplement No. 1 to Parts 712, 713 and 714 of the CWCR).

Unscheduled Discrete Organic Chemical (UDOC). Any discrete organic chemical that is not contained in the Schedules of Chemical (see Supplements No. 1 to Parts 712, 713 and 714 of the CWCR) and therefore is subject to declaration requirements of Part 715 of the CWCR. UDOCs subject to declaration are those produced by synthesis that were isolated for use or sale as specific end-products.

You. The term “you” or “your” means any person (see also definition of “person”). With regard to the declaration and reporting requirements of the CWCR, “you” refers to persons that have an obligation to declare or report certain activities under the provisions of the CWCR.

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